

ACCOUNT CLERK

Duties: Fiscal accounting of federal and state funds, processing all payments on a timely basis, reconciling fiscal reports, completing required federal and state reports, monitoring fiscal expenditures of individual projects, and updating fiscal reports for the division administrator. Also responsible for maintaining the division's physical inventory and supervising an account clerk and a part-time clerk.

Qualifications: High school diploma and post-high school education in business or accounting. Two years experience in posting to accounting records and other systemizing of fiscal information; computing, classifying and recording numerical data to keep sets of financial accounting records complete and to prepare standard financial statements. Knowledge of standard accounting classification and terminology pertinent to accounts maintenance operations and office practices, procedures relating to the processing and recording of transactions and accounting information, and reconciling accounts. Completion of one school year of a substantially full-time equivalent accounting curriculum which normally leads to a degree or diploma at an accredited business school, community college, or other comparable institution which included accounting courses in double-entry procedures in analyzing, recording, and summarizing transactions and the preparation and interpretation of financial statements, may be substituted for work experience. Computer experience and Lotus 1-2-3 or Microsoft Excel experience required.

Non-civil service, full time position. Hawaii State government benefits. Resume must be received by 4:30 p.m., November 5, 2004 at the following address:

Department of the Attorney General
Crime Prevention and Justice Assistance Division
235 South Beretania Street, Suite 401
Honolulu, Hawaii 96813

(No phone calls, please)

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